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|  | **VIETNAM FLOAT GLASS COMPANY LTD.**  **CÔNG TY TNHH KÍNH NỔI VIỆT NAM** |
| **Head Office: Que Vo Industrial Zone, Phuong Lieu, Que Vo, Bac Ninh**  **Hanoi Office: 16th floor, Oriental Building, 324 Tay Son, Dong Da, Hanoi**  **Hochiminh Branch: 106 Nguyen Van Troi, Ward 8, Phu Nhuan, HCMC** |
| **Website:** [**http://www.vfg.vn**](http://www.vfg.vn) |

**JOB OPPORTUNITIES**

**VIETNAM FLOAT GLASS COMPANY LTD. (VFG)** is a Joint Venture among the NSG Group of Japan, VIGLACERA Corporation of Vietnam, and Toyota Tsusho Corporation of Japan. It is established in 1995 and is one of the largest scale Joint Ventures in Vietnam.

Being the pioneer in utilizing Japan-originated advanced float process in Vietnam, VFG has over 20 years engaging in manufacturing and sale of float glass since its establishment.

VFG products have won big prestige in the market for world-class quality, suitable for use in various applications. Our glass products have made their presence in many overseas markets such as Japan, India, the Philippines, Saudi Arab, Hong Kong, Singapore, Thailand, Brazil etc.

For more information, please visit our website at [**http://www.vfg.vn**](http://www.vfg.vn)

Human aspects are our priority, so with around 400 employees, we have many special programs and care packages. We make sure our people receive the most supports from the Company.

We are now seeking qualified and enthusiastic candidates for the **General Affairs Staff** position working in our **Head Office**.

**GENERAL AFFAIRS STAFF**

**(1 person)**

**Job Description:**

* Perform secretarial works, such as updating monthly working schedules of the Top Management and other Directors, preparing for business trips of the Top Management and claiming for payment of business allowance and associated expenses to them, doing translation and interpretation for the Top Management as and when required, giving assistant to them in their daily business.
* Perform administrative works, such as carrying out the procedure for getting Work Permits for the Company’s foreign members, translating documents as and when required, making and monitoring working records of all GA members.
* Perform other related duties as assigned by the superiors from time to time or as situation dictates.

**Requirements:**

* Female, university graduated
* Fluent written and spoken English
* Good at Microsoft Office
* Having similar working experience is an advantage
* Bac Ninh resident is preferable.

**Successful candidates will be worked in the ideal working environment together with:**

* Attractive salary & various bonus: Half-year bonus, Tet bonus, Holiday bonus. Annual salary review.
* Full statutory rights. Foreign Language Proficiency Bonus for those with more than 700 TOEIC score.
* 24/24 hours MSIG insurance for employees in case of accidents (even at home, on holidays).

**Dossier required:**

* Application Letter in English
* CV in English with latest passport photo
* Copy of diploma

Dossier can be sent to the Company through the email address of the Company’s Human Resources Division [**humanresources@vfg.vn**](mailto:humanresources@vfg.vn) or submitted directly to the Human Resources Division at the Company's Head Office (Que Vo Industrial Zone, Phuong Lieu commune, Que Vo district, Bac Ninh province**) no later than 16th December 2022**.

**Only short-listed candidates will be notified.**